

CITY OF SCOTTSDALE
TRANSPORTATION DEPARTMENT
STATEMENT OF QUALIFICATIONS PACKAGE
FOR
PIMA ROAD CORRIDOR
PRELIMINARY ENGINEERING DESIGN

August 2006

STATEMENT OF QUALIFICATIONS PACKAGE FOR

PIMA ROAD CORRIDOR PRELIMINARY ENGINEERING DESIGN McDowell Road to 90TH Street & McDowell Road to Hayden/Curry Intersection

TRACS # H3344 01 C

TABLE OF CONTENTS

- I. PUBLIC ADVERTISEMENT**
- II. INFORMATION COPY TO CONSULTANTS**
- III. STATEMENT OF QUALIFICATIONS FORMAT INSTRUCTIONS**
 - **Evaluation Criteria Definitions**
 - **Panel Ranking Form**
- IV. CONSULTANT FIRM INFORMATION PAGE**

SECTION I
PUBLIC ADVERTISEMENT

FOR PUBLICATION (date) and (date) (Two dates a week apart)
IN A NEWSPAPER OF 50,000 CIRCULATION OR MORE.

CITY OF SCOTTSDALE
TRANSPORTATION DEPARTMENT

PUBLIC NOTICE FOR CONSULTANTS INTERESTED IN PROVIDING
PROFESSIONAL ENGINEERING SERVICES
FOR
PIMA ROAD CORRIDOR
PRELIMINARY ENGINEERING DESIGN
McDowell Road to 90th Street
&
McDowell Road to Hayden/Curry Intersection

SCOTTSDALE CONTRACT NO. xx-06
TRACS NO. H3344 01 C

Statements Due: September 26, 2006

The **CITY OF SCOTTSDALE TRANSPORTATION DEPARTMENT** is accepting Statements of Qualifications from firms interested in providing professional engineering design services necessary to complete a preliminary engineering design study, preparation of a Design Concept Report, preparation of Environmental Documentation and 30% Engineering Design Plans for the improvement of the existing Pima Road from McDowell Road to 90th Street and the possible extension of Pima Road from McDowell Road to the intersection of Hayden Road at Curry Road.

Statements of Qualifications will be received until **4:00 p.m.** Arizona Time on the above referenced date, at City of Scottsdale Transportation Department, 7447 East Indian School Road, Suite 205, Scottsdale, Arizona 85251. **No Statements will be accepted after the time specified.**

For further information contact Paul Porell, Scottsdale Traffic Engineering Director, (480) 312-7651. Statements of Qualification packages for this project are available for pickup at the City of Scottsdale Transportation Department, 7447 East Indian School Road, Suite 205, Scottsdale, Arizona 85251.

SECTION II
INFORMATION COPY TO CONSULTANTS

CITY OF SCOTTSDALE
TRANSPORTATION DEPARTMENT

INFORMATION COPY TO CONSULTANTS

REQUEST FOR STATEMENTS OF QUALIFICATION FOR
CONSULTANTS INTERESTED IN PROVIDING
PROFESSIONAL ENGINEERING SERVICES
FOR

PIMA ROAD CORRIDOR
PRELIMINARY ENGINEERING DESIGN
McDowell Road to 90th Street
&
McDowell Road to Hayden/Curry Intersection

SCOTTSDALE CONTRACT NO. xx-06

TRACS NO. H3344 01 C

Statements Due: **September 26, 2006**

Statements of Qualifications expressing interest in the project will be received until 4:00 P.M. (Arizona Time) on the date shown above, at the office of City of Scottsdale Transportation Department, 7447 East Indian School Road, Suite 205, Scottsdale, Arizona 85251.

NO Statements will be accepted after the time specified.

Statements will be accepted from any firm or corporation who is properly registered with the Arizona Board of Technical Registration and who has a principal or officer responsible for this contract that is properly registered with the Arizona Board of Technical Registration at the time the Statements of Qualifications are due.

The selected consultant will provide professional engineering services for the preparation of a corridor master plan and Design Concept Report. The City of Scottsdale reserves the option of expanding the scope of work and to negotiate with the selected consultant a separate fee to include preparation of final engineering plans at the completion of the Design Concept Report. The City of Scottsdale has entered into an Intergovernmental Agreement with the Salt River Pima Maricopa Indian Community (SRPMIC) and the Arizona Department of Transportation (ADOT) to jointly sponsor this preliminary engineering project. Although the selected consultant will be under contract and will be managed by the City of Scottsdale, the project will be performed under the cooperative arrangement between the three agencies.

The consultant may be required to perform services including, but not limited to: collection of previous planning level studies for drainage and roadway improvements along the corridor, collection of current and planned development access needs along the roadway, development of existing and forecast traffic volumes, preparation of an AASHTO Controlling Design Criteria report, preparation of Initial Drainage Report, prepare Traffic Analysis Report in sufficient detail to determine the number of traffic lanes and turn lane storage requirements to provide adequate traffic operations, conduct public involvement and agency coordination to build consensus, recommend alternatives to be evaluated in the Initial Design Concept Report, develop an Initial and Final Design Concept Report, define logical construction segments and a construction sequence, prepare Draft and Final Environmental Assessment, and prepare and Initial Implementation Report. At the option of the City of Scottsdale, the selected consultant may be asked to negotiate a contract extension to include the preparation of final engineering plans for all or a portion of the project. All materials will be in a format normally required by ADOT, as modified to meet the needs of this project and the City of Scottsdale requirements.

The selected Consultant will be required to attend a pre-negotiation Partnering workshop with the City of Scottsdale, SRPMIC and ADOT. The workshop will be held prior to the selected consultant submitting their proposed scope of work, budget and schedule. The selected Consultant shall bear the cost of their time at this workshop.

The City of Scottsdale Project Manager has scheduled a Pre-Submittal Conference for Tuesday, September 12, 2006 at 1:00pm in the Transportation Conference Room, Second Floor, 7447 East Indian School Road, Scottsdale, Arizona, 85251. All questions **to the Project Manager** must be addressed at this time. Following the Pre-Submittal meeting, no further contact regarding this project will be allowed with **ANY CITY, SRPMIC or ADOT** personnel except for clarification of the submittal requirements. Questions of an administrative or contractual nature can be directed to Paul Porell, City of Scottsdale Traffic Engineering Director, telephone (480) 312-7651.

The attached City of Scottsdale Special Statement of Qualifications format for this Contract shall be followed when expressing interest in this project. The Statement of Qualifications package, or information regarding same, may be obtained from the address shown above, telephone (480) 312-7651. **Statements of Qualifications not following the correct format will be rejected.**

The City of Scottsdale may select three (3) or more firms from among those submitting Statements of Qualification for an oral interview. Previous experience in the preparation of Design Concept Reports and Environmental Documentation will be a factor in the selection.

All material submitted in accordance with this solicitation becomes the property of the City of Scottsdale.

No two prime consultant proposers may have common owners or directors. If two or more proposers share any owners or directors, the proposals from both proposers will be rejected. No prime consultant proposers for this project shall be currently engaged by any private entity for work on development sites directly adjacent to Pima Road or development sites that would have any interest in direct future access to Pima Road.

Lobbying certification/disclosure certification statement will be required in the introductory letter from those submitting Statements of Qualifications.

The right is reserved by the City of Scottsdale to reject any and all Statements of Qualification.

Professional Liability Insurance will be required.

Partnerships (joint-ventures) will not be considered.

Reviewing the successful Proposal(s) will be allowed once negotiations are completed with the successful consultant, but copying will not be permitted.

Inclusion of work hour and/or plan sheet estimates in the SOQ will not be allowed.

The Regional Transportation Plan has estimated the total cost of this project to be \$36.1m and has budgeted a total of \$25.2m in regional funds for the construction of Pima Road in Phase I of the regional plan.

SECTION III

STATEMENT OF QUALIFICATIONS
FORMAT INSTRUCTIONS

CITY OF SCOTTSDALE

SPECIAL STATEMENT OF QUALIFICATIONS FORMAT

The following is the format for submission of a **STATEMENT OF QUALIFICATION** for this project. **Ten (10) COPIES OF THE STATEMENT OF QUALIFICATION ARE REQUIRED BY THE CITY OF SCOTTSDALE.** There is a **TOTAL PAGE LIMIT of TWENTY (20) pages,** which must follow the format outline.

PROPOSALS SHALL BE LIMITED TO 20 PAGES. THE PROPOSAL MAY INCLUDE CLEAR REPORT COVERS, COVERS, DIVIDERS, TABLE OF CONTENTS, TABLES, FIGURES, MAPS, ETC., BUT THESE MUST FIT WITHIN THE 20 PAGE LIMIT.

	<u>FORMAT CONTENT</u>	<u>MAXIMUM POINTS</u>	<u>TOTAL NUMBER OF PAGES</u>
	FRONT COVER (Optional, but if included will count as a page)		1
PART A	INTRODUCTORY LETTER		1
PART B	EVALUATION CRITERIA May include information to support Criteria.		16
	1. Project Understanding & Approach	40	
	2. Project Team	35	
	3. Firms Capability	20	
	4. Location of Work	3	
	5. Affirmative Action/ DBE Participation	2	
PART C	CONSULTANT FIRM INFORMATION PAGE		1
	BACK COVER (Optional, but if included will count as a page)		1
		<u>TOTAL POINTS</u>	<u>TOTAL PAGES</u>
	TOTAL POINTS	100	20

- A page shall be 8 1/2 X 11 inches, blank, or printed on one side only.
- Fold out pages are not allowable.
- **Submissions exceeding the total page limitation or failing to follow the section format instructions outlined above will be rejected and the Consultant notified in writing of the reason(s) for rejection.**
- Any amendments issued on the SOQ and included in the SOQ, as required, will NOT be counted as pages.

CITY OF SCOTTSDALE
Special Statement of Qualifications
Format and Evaluation Criteria

The following describes more specifically, the content of each part of the qualifications submission.

PART A, INTRODUCTORY LETTER

No Points

The introductory letter should be addressed to:

City of Scottsdale
Transportation Department
7447 East Indian School Road, Suite 205
Scottsdale, Arizona 85251

The introductory letter should contain the following items:

- An expression of the firm's interest in being selected for the project.
- A statement that the firm is qualified to perform the work and is not currently retained on any project directly adjacent to Pima Road.
- A statement confirming the commitment of the key personnel identified in the submittal to the extent necessary to meet the City of Scottsdale quality and schedule expectations.
- A statement confirming that the firm has reviewed the standard City of Scottsdale Consultant Boilerplate Contract and is willing to sign the contract without modifications.
- Provide name and Professional Engineers registration number of the principal or officer responsible for this contract that is properly registered with the Arizona Board of Technical Registration at the time the Statements of Qualifications are due.
- A summary of key points regarding the firm's qualifications.

PART B, EVALUATION CRITERIA

100 Points Total

The information that should be included in the discussion of qualifications is outlined here.

1. Project Understanding and Approach 40 points
 - a. Discuss generally the tasks involved in this project. Identify any special issues or problems that are likely to be encountered. Demonstrate clearly and concisely your understanding of the technical and institutional elements with which the consultant must deal.
 - b. Outline your proposed approach for dealing with the tasks and issues of this project. Provide a tentative schedule indicating the duration and functional relationship of major tasks and key events. A graphical depiction may be included with the evaluation criteria.
 - c. Explain how your firm will use Partnering in this project. This aspect of the project relates to the need for the three sponsoring agencies to concur in the selected alternative.
2. Project Team 35 points

Identify your proposed project team and its collective qualifications for this particular project. In particular, discuss the following:

- a. Project Principal. Identify the person who (1) will be responsible for ensuring that adequate personnel and other resources are made available for this project; (2) will handle contractual matters, and; (3) will be ultimately responsible for the quality and timeliness of the consultant's

performance. State that person's position and authority within the firm. Discuss previous similar projects for which this person has performed a similar function.

- b. Project Manager. State who will actively manage this project. Identify any projects that person will be involved with concurrently and time committed to each project. List recent similar projects for which this person has performed a comparable function. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to this project.
- c. Project Engineer(s) and/or Other Key Personnel. Identify other members of the project team including subconsultants that provide special expertise or will perform key tasks. Describe their anticipated roles. Discuss their relevant experience, registration, education and other elements of qualification applicable to this project.

3. Firm Capability

25 points

- a. Discuss recent relevant experience of the firm. Projects listed should have been completed in the last five years and be similar in nature to the current project and to the extent possible involve team members proposed for this project.
- b. Discuss quantitatively how this project would impact the current and anticipated workload of the office, which will perform this work. If "staffing up" will be necessary, discuss which areas and how that would be accomplished.
- c. Describe any special equipment, software or other resources your firm has which will enhance your ability to accomplish this project.
- d. Describe your internal procedures for developing, monitoring and maintaining project schedules and budgets. Describe the tools and processes that will be used to coordinate all members of the project team.
- e. Describe your internal quality control procedures and how your quality program would enhance the development of this project
- f. Describe any notable expertise, increase in capacity or other special capabilities of your subconsultants that are critical to your proposal.

4. Location of Work

Maximum 3 points

Describe where the key elements of this work will be performed by the Prime Consultant and the Subconsultants. City of Scottsdale will award points based on the following criteria:

At least 50% but less than 95% of all work done in state	0 point
At least 95% of all work done in state	2 points
100% of all work by the Prime and Subconsultants must be performed in State. Prime must be project convenient (within 35 miles of principal job site).	3 points

5. Disadvantaged Business Enterprise (DBE) Participation

2 points

Provide a statement to the effect that you have a current affirmative action plan on file with ADOT. Note if your firm is a certified ADOT DBE. If not, describe the level and nature of DBE subconsultant participation on your project team. Full points for this category will be awarded if you are an ADOT certified DBE, or if the following two conditions are met, otherwise no points will be awarded:

- (1). You have an approved Affirmative Action Plan on file with ADOT.
and
- (2). A minimum of six percent (6%) of the work (by contract amount) will be performed by certified DBE firms. You must state in your submittal that you commit to the 6% DBE participation for this contract.

PART C, CONSULTANT FIRM INFORMATION SHEET

No Points

Complete the form provided or a facsimile thereof and include as a part of your submittal.

CITY OF SCOTTSDALE

Proposal Evaluation Form

Questions, which the review panel will generally be seeking to answer in their evaluation, are listed here. The maximum points available for each category are indicated, though the relative weighting of items within each category is up to the discretion of the individual reviewers.

1. PROJECT UNDERSTANDING AND APPROACH (Maximum 40 points)

- Does the consultant understand the nature and scope of the project and the major tasks and issues that will need to be addressed?
- Has the consultant correctly identified any special problems that are likely to be encountered?
- Does the consultant appreciate the interrelation and relative importance of the various project issues?
- Has the consultant's understanding of the project been expressed clearly and concisely?
- Has the consultant proposed logical approaches for dealing with the project tasks and issues?
- Does the schedule incorporate all the major tasks and events? Does it reflect the interrelationship of important project elements and events? Is the proposed timing realistic?
- Does the consultant understand its responsibilities for the project?

2. PROJECT TEAM (Maximum 35 points)

- What is the level of ability and experience of the proposed project manager? What is the person's record of accomplishing similar projects in the past in terms of (1) quality of work(2) Meeting schedules, (3) responsiveness to special needs and concerns of the client? Is this individual familiar with specific City of Scottsdale, SRPMIC, and ADOT standards and procedures?
- Does the person identified as ultimately responsible for the consultant's performance have the authority necessary to commit firm resources, and to act on behalf of the consultant regarding contractual matters and disputes? What is this person's experience and record of performance on past projects of similar type and magnitude? Has this individual been responsive to ADOT and/or other clients in the past?
- Do other key members of the project team (including subconsultants) provide the range and level of expertise necessary to deal with the scope of this project? Are these individuals familiar with specific City of Scottsdale, SRPMIC, and ADOT standards and procedures? Have they worked together as a team before?
- Specify who will be responsible for construction cost estimating and that persons relative experience on projects similar to the one being submitted on.

3. FIRM CAPABILITY (Maximum 25 points)

- What level of experience relevant to this project does the consultant have? Are the firm's employees with the relevant experience participating in this project? Is the consultant familiar with City of Scottsdale, SRPMIC, and ADOT standards and procedures? Has the firm shown a particular commitment to this type of work?
- Has the consultant provided quantitative data indicating that qualified personnel will be available for this project? Does the consultant realistically have the ability to add qualified staff if needed for this project or other projects that happen to come on line before this project is completed?
- Will this project benefit from the use of CADD? If so, does the consultant have the type and amount of CADD equipment appropriate for this project? Is the consultant's staff suitably trained and experienced in the use of CADD? Has the consultant successfully used CADD on past or similar projects?
- Does the firm have other special equipment or software that will be beneficial to this project? Are current staff members familiar with its use? Has it been used successfully before on other similar projects?
- Is the consultant's approach for developing and maintaining the project budget and schedule sound? Has the consultant used these procedures successfully on ADOT or similar projects in the past? Are proposed measures to avoid or make up slippage on the schedule realistic?
- Is the consultant's quality control program suitable? Has it been used successfully by the consultant on similar projects in the past?
- If one or more subconsultants are critical to the consultant's proposal, do these firms have the technical expertise, available personnel and record of performance appropriate for their anticipated roles?

**STATEMENT OF QUALIFICATIONS/SELECTION
PANEL COMMENT FORM**

FIRM NAME _____ # _____

PANEL MEMBER _____ # _____

1. PROJECT UNDERSTANDING AND APPROACH

What did you like about the firm's understanding and approach?

What did you dislike about the firm's understanding and approach?

What did you think about the way the firm handled special problems and/or special situations?

What did you think about the schedule?

What parts of the understanding and approach did you think were well done?

What suggestions would you make to the firm to improve this section for the next time?

SCORE (40 Maximum) _____

PANEL COMMENT FORM - PAGE TWO

FIRM NAME_____#_____

PANEL MEMBER_____#_____

2. PROJECT TEAM

Team Strengths:

Team Weaknesses:

How are the team member's qualifications geared to this specific project?

SCORE (35 Maximum) _____

3. FIRM'S CAPABILITIES

Firm's strong areas as related to this project:

Firm's weak areas as related to this project:

F. PANEL RANKING FORM - Page Three

FIRM NAME_____#_____

PANEL MEMBER_____#_____

3. FIRM'S CAPABILITIES, CONTINUED

How did the firm fit the subconsultant's qualifications/duties into overall picture?

SCORE (25 Maximum) _____

(SCORES ARE TO BE ENTERED AND TOTALED ON SCORE SHEET)

=====

OTHER:

Any comments on the format and presentation of the SOQ?

Any other comments or suggestions?

SECTION IV

CONSULTANT FIRM INFORMATION PAGE

PART C - CONSULTANT FIRM INFORMATION PAGE

CONTACT PERSON:

E-MAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY, STATE ZIP:

TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM? Yes or No

AFFIRMATIVE ACTION ON FILE WITH ADOT?

SUBCONSULTANT(S)	TYPE OF WORK	ADOT CERTIFIED DBE FIRM

NOTE: The Consultant Firm Information Page must be a separate full page and is included in the total page count. This page is not evaluated by the Selection Panel, but is used by the City of Scottsdale Project Manager for administrative purposes.